

Public Safety Branch
Public Safety Group
Fire Series

FIRE BATTALION CHIEF

04/03 (JAS)

General Purpose:

Under direction, command resources and activities of an assigned function such as a fire suppression district, or a technically specialized staff division, including, but not limited to, complex public safety operations such as hazardous materials incidents or departmental safety compliance.

Typical Duties:

As Fire Suppression District Chief plan and participate in firefighting and prevention. Involves: Deploy and oversee firefighting companies and equipment at response scene, until relieved by superior officer. Interpret and relay orders of superior officer. Implement and ensure adherence to readiness and discipline standards by conducting or arranging for personnel, equipment and fire station inspections, water supply surveys, and other pre-fire planning and subordinate training. Ascertain causes and extent of fire and collateral damage to property.

As Hazardous Materials Coordinator, plan, organize, coordinate and participate in hazardous materials response and recovery. Involves: Develop and implement response procedures and instructional materials which include researching applicable federal, state and local legislation and safety standards. Act as principal technical advisor within scope of assigned accountability to City and County officials and department managers regarding preparedness and elimination of hazards. Conduct or supervise training programs and practice exercises for response personnel and the public. Maintain training equipment and materials. Assess available hazardous waste treatment and disposal alternatives, and costs involved to compare economic impact of alternative methods. Report findings concerning spills and prepare material for use in legal actions.

As Safety Officer plan, develop, coordinate and implement Occupational Safety and Health Program. Involves: Chair safety committee. Review accident and injury reports to determine need for corrective actions, preventive measures, additional training or procedural changes. Investigate and report accidents and injuries. Inspect facilities, vehicles, equipment and protective clothing for compliance to national standards. Act as scene safety officer during emergency operations and training exercises. Monitor member assistance programs.

Supervise assigned personnel. Involves: Schedule, assign, instruct, guide, check and evaluate work. Arrange for or engage in employee training and development. Enforce personnel rules and regulations, standards of conduct, work attendance and safe work practices. Counsel, motivate and maintain harmonious working relationships among subordinates. Recommend staffing and employee status changes.

Perform related work as required. Involves: substitute, if assigned, for immediate supervisor during temporary absences by performing delegated duties and responsibilities sufficient to maintain continuity of normal operations and similarly performing any duties of subordinates or coworkers, if required. Prepare division budget and monitor expenditures which includes identifying and applying for funding from alternative sources. Direct inspection and inventory of supplies and equipment which includes requisitioning needed materials and arranging for maintenance. Prepare operational reports and maintain related records.

Knowledge, Abilities and Skills:

- Comprehensive knowledge of principles, methods, techniques and equipment of assigned function such as fire suppression, hazardous materials handling or occupation safety and health compliance.
- Considerable knowledge of building construction, departmental policies, rules and regulations, organization, and conduct and attendance standards.
- Ability to analyze, develop, and set program goals and objectives.
- Ability to plan, and coordinate program activities.
- Ability to develop and conduct training programs.
- Ability to make quick and accurate decisions in emergencies.
- Ability to exercise delegated authority firmly and impartially to lead, motivate, train and evaluate assigned personnel.
- Ability to establish and maintain effective working relationships with fellow employees, officials and the public.
- Ability to express oneself clearly and concisely, orally and in writing.
- Ability to maintain records and prepare reports.

- Skill in safe operation of fire department motor vehicles through city traffic under normal or emergency conditions.

Other Job Characteristics:

- None.

Minimum Qualifications:

Education and Experience: Ten (10) years of firefighting and fire prevention experience with the El Paso Fire Department, including two and one half (2-½) years as a Captain.

Licenses and Certifications: Texas Class "C" Driver's License (with exemption for heavy firefighting vehicles).

Human Resources Director

Department Head

OFFICIAL